



Natural Resources Conservation Service  
655 Parfet Street, Room E200C  
Lakewood, Colorado 80215

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VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO-360-06-07

Date: July 14, 2006

**SUBJECT:** PER – Exit and In-Processing Form

**TO:** Managers and Supervisors

**PURPOSE:** Implementing new exit form for employees leaving Natural Resources Conservation Service (NRCS)

**EXPIRATION DATE:** September 30, 2006

**ACTION REQUIRED BY:** Effective Immediately

This bulletin is being issued to inform Natural Resources Conservation Service (NRCS) managers and supervisors about the implementation of a new Human Resources (HR) management form for employees leaving the employment of NRCS.

The form is designed to track the incoming items that are issued to employees, and retrieve the same items when they leave (retire/separate/terminate/transfer) NRCS, Colorado. The new form will assist in collecting government items, identifications, and monies due the government.

Supervisors must complete the attached form and ensure that the form is returned to the HR office prior to the employee leaving NRCS. All items to be turned in must accompany the form (e.g. credit cards, key cards, etc). A completed SF-52 must accompany the form, indicating the type of separation and the effective date. Resignations will require a letter or memo from the employee indicating the date of resignation, the reason why they are leaving, and a forwarding address.

The departing employee will be contacted by a member of the Civil Rights Committee to complete an exit interview. The data collected from the interview is used to compile statistical information to ensure Civil Rights compliance and address any potential discrepancies of unfair and/or inequitable treatment of employees.

All employees leaving NRCS must acknowledge receipt of the USDA Post-Employment Restrictions. Upon completion, this form must be returned to the HR office and maintained in a post-employment file. Each employee must receive a copy of the following: (1) *A Walk-Through Post-Employment* and (2) *USDA Post-Employment Restrictions*. These documents can be found on the USDA web site.

Questions should be directed to Lynne Price, Human Resources Officer, at (720) 544-2823, or email: [lynne.price@co.usda.gov](mailto:lynne.price@co.usda.gov).

Frank Riggle *for*

ALLEN GREEN  
State Conservationist

Attachment

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